

LANCASTER COUNTY
VOCATIONAL REHABILITATION COORDINATOR

NATURE OF WORK

This is paraprofessional human service work in a community mental health center planning, organizing, coordinating and supervising vocational activities for clients.

Work involves coordinating the provision of vocational training and skill building opportunities for clients in order to direct clients' entry into the competitive job market. Work also involves providing direct services so that prevocational training programs can be offered. General supervision is received from a Mental Health Program Manager with work being reviewed in the form of conferences to determine the effectiveness of services provided. Supervision is exercised over Vocational Rehabilitation Trainers.

EXAMPLES OF WORK PERFORMED

Coordinates and supervises the A.W.A.R.E. Program (A Work Adjustment and Rehabilitation Evaluation Program) to assure smooth functioning and community placement opportunities.

Provides direct services including initial admission assessment and individual and group intervention in skill development.

Provides community consultation and coordination as needed to maximize the provision of services to clients.

Administers grants for the program; compiles data and information as needed for written reports and staff meetings.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of clients.

Knowledge of the functions and services of community organizations and related human services.

Knowledge of the principles, practices and methods pertaining to the delivery of mental health services to clients.

Ability to establish and maintain effective working relationships with clients, co-workers, local businesses and organizations, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to understand and relate to the problems and needs of clients.

Ability to maintain records of services provided and client progress.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in social work, psychology, sociology or related field plus experience providing counseling and/or rehabilitation services to clients.

MINIMUM QUALIFICATIONS

Graduation from a senior high school supplemented by an associate degree program in human services or mental health field or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

12/88

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